



Willow Wood Village Homeowners Association, Inc.

Regular Meeting of the Board of Directors - Minutes Tuesday, September 17, 2024

Meeting called to order: Called to order by P Belcher, 6:34 p.m.

Proof of Notice: Notice emailed/posted on 09/13/24.

Quorum: Present were P Belcher, K d'Entremont (conf), L Marotta (conf), B Mudra, L Crone, R Wiles (conf) and T Reynoso (absent). Quorum reached.

Approval of Meeting Minutes: 08/20/24 Special Meeting Minutes, L Marotta motioned to approve the minutes, P Belcher 2nd, Approved.

Presentation from Mark Sheets of MSI – Mark provided an update on our irrigation system. There is still a significant repair needed on Darby Court to make it operational. It needs some wiring and a new valve. We also need a timer box moved in Somerset Circle South because of accessibility problems. Mark stressed that our system is very old and it's difficult to predict what problems and repairs will be needed in the future.

Presentation by Engineer, Daryl Harnicki regarding the drainage issue on Chelsea Court – He explained that because the corner of the road at the end of the driveway of 150 Chelsea Court is 1-2 inches lower than the roadway and gutters, that the best and most economical solution would be to inject polyurethane under that section to build it up to a grade that will then drain the water toward Willowood Lane. He mentioned that the road was probably constructed this way when the complex was built. More investigation needs to be done and quotes need to be obtained to proceed with this project.

Treasurer's Report – Treasurer, L Marotta, explained that 2 properties in Willow Wood Village have been sent to our attorney for liens to be filed. Operating Account Balance as of Sept. 16, 2024 was \$33,775.79 with approx.\$4,500.00 Sept Dues still to come in = \$38,356.79. Reserve Account Balance is \$74,673.79. We will be paying off the rest of the loan borrowed from the Reserve Account to the Operating Account from last July. The amount of \$17,240.56 will be paid by the end of Sept. deposited into the Reserve Account.

Property Manager's Report – Property Manager, L DeSantis, had sent an updated violation report to all Board members prior to the meeting. More work needs to be done to stay on top of first and second letters of violation prior to the Board recommending a fine. Once the Board recommends a property be fined for a violation, the fining committee will approve or deny the fine after a hearing with the property owner who received the violation.

Unfinished Business:

- Tree Trimming – R Wiles/B Mudra
 - a) Review Proposal from Paradise Palms - After a very thorough discussion, P Belcher made a motion that a budget of no more than \$6,650.00 be spent on the palm and oak tree trimming, 2nd by B Mudra. Motion Passed. Prior to scheduling Paradise Palms to do the trimming, L DeSantis, B Mudra and P Belcher will go around and assess all trees slated to be trimmed.
- Common Area Grounds/Erosion/Retention Ponds – B Mudra
 - a) Proposal made from Southern Brothers Landscape Design & Lawn Maintenance. K d'Entremont motioned to have L DeSantis secure an engineer or similar professional to identify the problem with erosion and the retention ponds. P Belcher 2nd. Motion passed.
- Absolutely no parking within 8 feet of any mailbox – B Mudra. Our Rules and Regulations clearly state that: "Mailbox blockage by a vehicle is strictly prohibited as it may prevent the delivery of mail." No changes are required to our documents.
- Replacement of rotten timbers along creek - B Mudra - Item tabled. More estimates needed.
- Parking Stops – B Mudra. B Mudra motioned to spend no more than \$600.00, 2nd by R Wiles. Motion failed.
- Landscape Boulders – B Mudra. Not enough money in our budget at this time. Item tabled.

Committee Reports

- Architectural – B Mudra
 - a) ARC application review for 150 Devon Court – L Marotta motioned to approve, 2nd by K d'Entremont, Motion passed.
 - b) Fire Pits – B Mudra - It is a city ordinance that fire pits of any kind must be 10 feet away from any structures. This is not for Willow Wood to enforce.
- Landscaping - R Wiles - The Board has approved mulch and it will be put down by our lawn service after the rainy season.
- Irrigation Update – L Crone – MSI repair proposal. P Belcher motioned to approve the repair but for MSI to wait until Oct to start, 2nd by L Crone, Motion passed.
- Research/Governing Docs/Legal – K d'Entremont
 - a) Records Request Policy – Policy is required further to recent legislative changes - L Marotta motioned to approve the policy, 2nd by K d'Entremont, Motion passed. The policy will be posted to the Willow Wood website.

New Business

- Security Cameras at the Recreation Area – R Wiles - P Belcher motioned to have L DeSantis get 3 quotes on Bluetooth camera systems, 2nd by L Crone, Motion passed.
 - a) Security Camera Policy – K d'Entremont - P Belcher motioned to adopt the Security Camera Policy, 2nd by K d'Entremont, Motion passed. This policy will be posted to

our Willow Wood website.

- Approve 2025 Budget – L Marotta - Before the motion to approve, L Marotta wanted the membership to know that the budget was adjusted slightly to reflect the fact that our Management Company, DeSantis, is NOT raising his fees 6% for 2025, as his contract states he could. L Marotta motioned to approve the budget, 2nd by K d'Entremont, Motion passed.
- Candidate Applications for 2025 Board of Directors – P Belcher – A reminder to anyone who wishes to run for the Board should get their applications in by the deadline of Sept. 30, 2024.
- Pool/Cabana Maintenance Job – R Wiles – R Wiles raised concerns about the recreation area maintenance. When asked to provide a specific date or dates when he had observed concerns, he was not able to, stating that another board member had told him about concerns. Board tabled the item.
- Fence Repair in Somerset Circle – P Belcher – We need to hire a handyman for this small job. B Mudra stated he knows of a handyman that is licenced and insured. He will pass this information on to DeSantis Mgmt. L DeSantis to find a person to do this job.
- Mailbox Replacement in Somerset Circle N & S – B Mudra - General discussion about the state of the mailboxes. No need to do anything with them at this time.
- Citizens/Owner Committee – B Mudra - Item tabled.
- Audit- B Mudra - B Mudra was requesting an audit be done from the time we started with Property Managers, 2021. P Belcher explained that an audit can cost up to \$6000 per year. We are in full compliance with the Statute because we have a compilation report done every year. An audit is not required by our Association due to our revenue amount.

Adjournment: B Mudra motioned to adjourn the meeting at 9:11 p.m., 2nd L Crone, Approved.

Respectfully submitted:

Lois Marotta, Secretary/Treasurer

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These minutes have been approved by the Board of Directors at a Regular Board Meeting
October 22, 2024